

Q1 FY2018-19 Financial Projection

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Finance Director



NOVEMBER 13, 2018

OBJECTIVE

- Receive First Quarter Financial Update Report as of September 30, 2018 (***No Action***)
- Adopt Resolution Amending FY2018-19 Operating and Capital Improvement Budget by Approving the Carryover FY2017-18 Purchase Order Encumbrances (***Action Required***)

AGENDA

- FY2018-19 Q1 Financial Projection
- Purchase Order Encumbrance Carry Forward
- Recent Process Improvements
- FY2019-20 Budget Schedule
- Request to City Council

FISCAL OPERATING YEAR

- The City's 2018-2019 fiscal year begins on July 1, 2018 and ends on June 30, 2019.

Fiscal Quarter	Months
Q1	July 2018 – September 2018
Q2	October 2018 – December 2018
Q3	January 2019 – March 2019
Q4	April 2019 – June 2019

FY2018-19 GENERAL FUND BUDGET OVERVIEW

Revenue	\$46,308,409
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<u>Expenditures</u>	<u>47,969,836</u>
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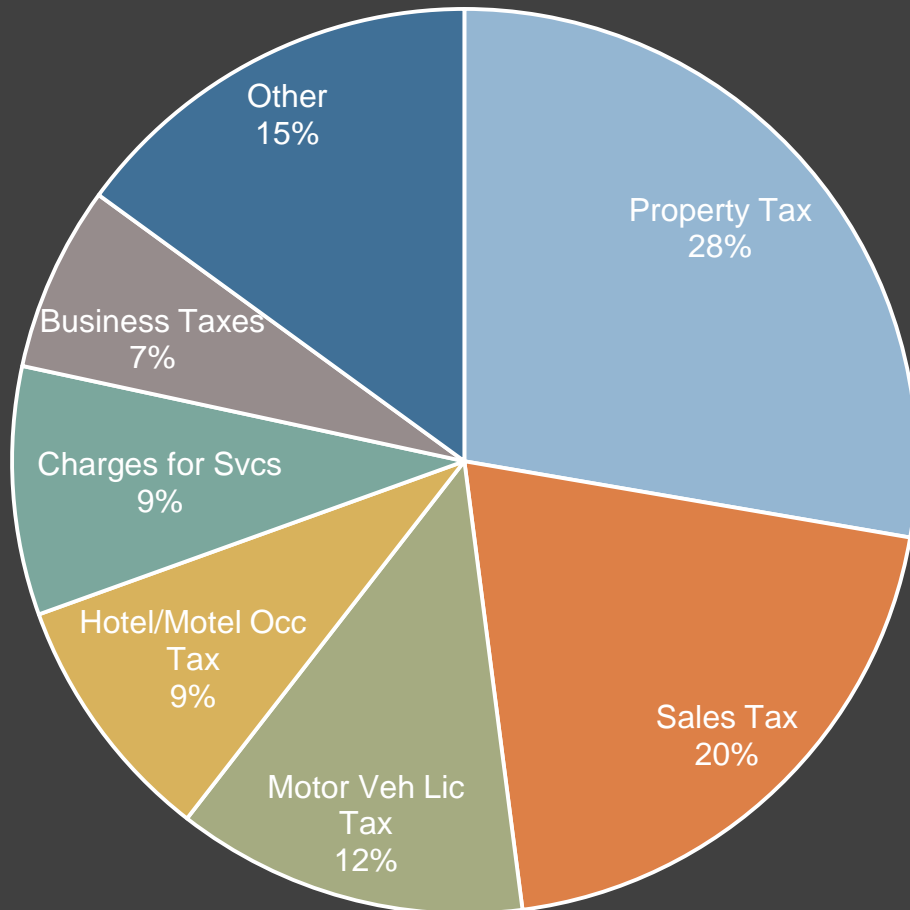
Deficit	(1,661,427)
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<u>Use of Fund Balance</u>	<u>1,661,427</u>
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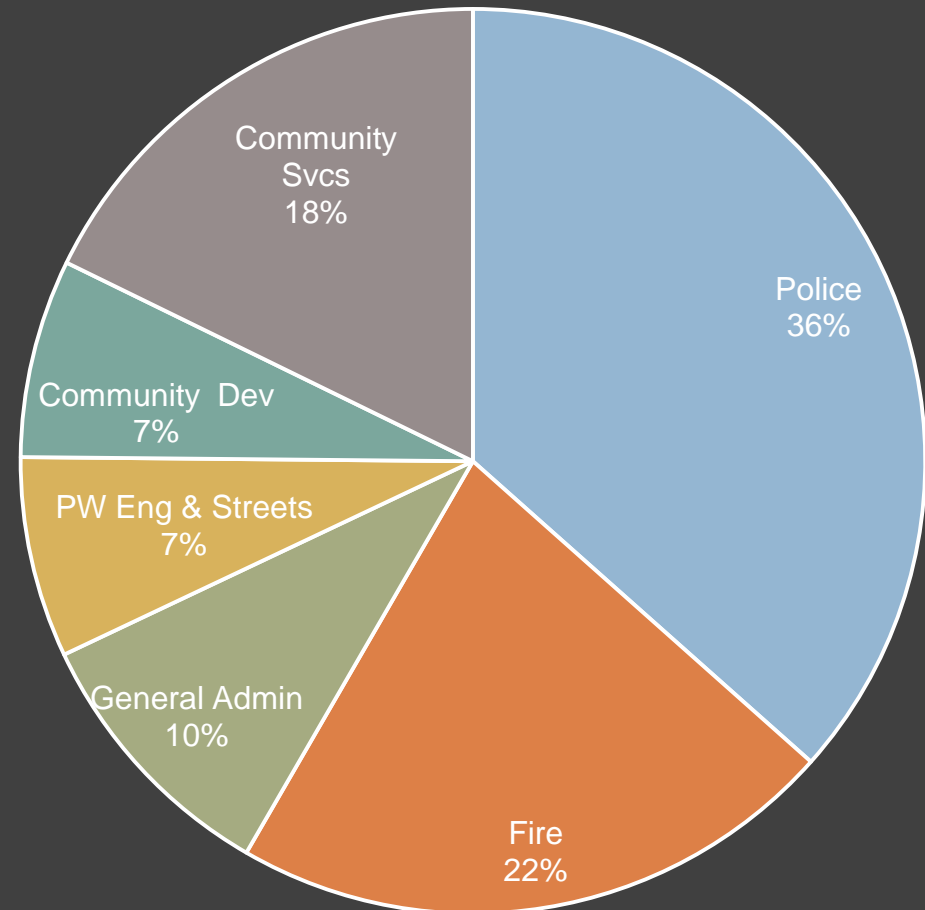
Balanced Budget	<u><u>\$0</u></u>
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FY2018-19 GENERAL FUND BUDGET SUMMARY

Revenue



Expenditures



FY2018-19 FINANCIAL PROJECTION

GENERAL FUND REVENUES

	FY2018-19 Amended Budget	FY2018-19 YTD as of 9/30/18	FY2018-19 % of Budget	FY2017-18 YTD as of 9/30/17	FY2017-18 % of Budget
Revenues					
Property Tax	\$10,692,000	\$71,398	1%	\$30,932	0%
Sales Tax	7,817,158	703,809	9%	712,425	9%
Hotel/Motel Occupancy Tax	3,472,000	703,473	20%	668,530	20%
Motor Vehicle License Fee	4,848,000	0	0%	0	0%
Regulatory (Card Room) Tax	1,897,338	952,256	50%	460,883	25%
Business Taxes	2,562,195	1,705,880	67%	1,761,955	71%
Franchise Fees	1,869,096	303,176	16%	293,887	16%
Use of Money and Property	1,177,000	305,716	26%	288,340	22%
Charges for Services	3,427,462	907,557	26%	823,821	5%
Recoveries & One-time	737,000	15,728	2%	32,305	5%
PO Carryover Balance	103,354	103,354	100%	92,197	100%
Departmental Revenues	7,705,806	1,918,362	25%	1,892,602	28%
Total General Fund Revenues	\$46,308,409	\$7,690,709	17%	\$7,057,876	16%

FY2018-19 FINANCIAL PROJECTION

GENERAL FUND EXPENDITURES

	FY2018-19 Amended Budget	FY2018-19 YTD as of 9/30/18	FY2018-19 % of Budget	FY2017-18 YTD as of 9/30/17	FY2017-18 %of Budget
Expenditures					
Police	\$18,612,932	\$5,693,070	31%	\$4,631,424	27%
Fire	11,088,550	3,511,109	32%	2,814,702	27%
General Administration	4,895,272	1,395,236	24%	1,077,206	25%
Parks	3,096,180	810,481	26%	658,348	22%
Public Works: Engineering & Streets	3,653,881	1,046,783	29%	937,490	27%
Library	2,385,328	725,561	30%	680,310	30%
Recreation	2,339,869	711,005	30%	649,352	29%
Planning & Building	3,608,240	936,070	26%	765,866	22%
Senior Services	1,221,402	336,566	28%	290,439	24%
Non-Departmental	(2,931,818)	(790,985)	27%	(714,993)	27%
Total General Fund Expenditures	\$47,969,836	\$14,374,896	30%	\$11,790,141	26%

FY2018-19 FINANCIAL PROJECTION

ENTERPRISE FUNDS

	FY2018-19 Amended Budget	FY2018-19 YTD as of 9/30/18	FY2018-19 % of Budget	FY2017-18 YTD as of 9/30/17	FY2017-18 %of Budget
Water Enterprise					
Revenue	\$15,668,238	\$4,561,272	29%	\$4,346,775	30%
Expenditure	9,317,374	2,226,742	24%	2,006,870	21%
Wastewater Enterprise					
Revenue	\$17,663,327	\$4,647,171	26%	\$4,308,674	26%
Expenditure	8,141,994	1,959,497	24%	1,818,436	21%
Cable Television Enterprise					
Revenue	\$10,926,411	\$2,405,911	22%	\$2,510,353	22%
Expenditure	11,048,417	2,248,775	20%	2,201,102	20%
Stormwater Enterprise					
Revenue	\$688,000	\$0	0%	\$0	0%
Expenditure	1,347,751	305,940	23%	149,772	14%

FY2018-19 FINANCIAL PROJECTION

INTERNAL SERVICE FUNDS

	FY2018-19 Amended Budget	FY2018-19 YTD as of 9/30/18	FY2018-19 % of Budget	FY2017-18 YTD as of 9/30/17	FY2017-18 % of Budget
Central Garage					
Revenue	\$587,000	\$146,754	25%	\$125,001	25%
Expenditure	655,253	184,411	28%	108,464	18%
Buildings & Facilities Maintenance					
Revenue	\$1,300,271	\$325,068	25%	\$314,772	25%
Expenditure	1,259,321	419,625	33%	334,001	26%
Self Insurance					
Revenue	\$2,078,568	\$561,642	27%	\$519,642	25%
Expenditure	2,246,554	1,356,245	60%	498,806	24%
Technology					
Revenue	\$710,000	\$177,504	25%	\$184,957	25%
Expenditure	812,118	234,355	29%	196,781	25%

TAKEAWAYS

- General Fund
 - Revenues coming in as expected
 - Expenditure run-rates are within normal, expected range
 - No major issues
 - No indication requiring budget action
- Enterprise & Internal Service Funds
 - Normal, expected activity

PURCHASE ORDER CARRY FORWARD

Fund	Amount
General Fund	\$103,354
Emergency Disaster Fund	2,790,896
Parks and Facilities Capital Fund	64,066
Streets Capital Fund	437,292
Water Fund	1,700,678
Stormwater Fund	38,081
Wastewater Fund	6,308,136
Cable Fund	1,755,779
General Equipment Revolving Fund	40,151
Total	\$13,238,433

PROCESS IMPROVEMENTS

- Purchasing
 - Procedure assessment, development & training
 - Credit card limit review
 - Invoice processing
 - Check printing
 - Encourage vendors to be paid via ACH
 - Wire transfers submitted and approved on-line
- Cash handling
- Digitizing business license records
- San Bruno Responds

FY2019-20 BUDGET SCHEDULE

Date	Item
January	Budget priorities and schedule review with City Council
2/11/19	Budget manual and targets distributed to departments
4/26/19	Department budget review meetings complete
5/10/19	Final budgets from departments provided to Finance
5/27/19	Proposed operating and CIP budget provided to City Council
6/04/19	City Council budget session #1
6/11/19	City Council budget session #2
6/25/19	City Council adoption of budget

REQUEST TO CITY COUNCIL

- Receive First Quarter Financial Update Report as of September 30, 2018
- Adopt Resolution Amending FY2018-19 Operating and Capital Improvement Budget by Approving the Carryover FY2017-18 Purchase Order Encumbrances

Questions

